

**BOARD OF SELECTMEN  
MINUTES OF JUNE 21, 2011**

**PRESENT:** David A. Delanski, Chairman, Robert W. Souza, Jr., Vice-Chairmen, Robert K. Downing, Clerk, Angela L. Cavanaugh, Selectmen's Secretary, and see attached Sign-In Sheet.

Chairman Delanski called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance in the Selectmen's Meeting Room in the Shepard Municipal Building.

**COMMENTS AND CONCERNS**

None.

**CORRESPONDENCE**

The Board reviewed a letter from the Veteran's Agent informing the Board of a citizen concern pertaining to the lighting of flags throughout the Town. Mr. Downing will investigate the flag situation.

The Board reviewed a letter from the Veteran's Agent requesting that the Board form a Veterans Council in order to increase Veteran participation in the Town's Memorial Day Parade, etc. Post a news release on cable access, website, and in all newspapers requesting members for a Veterans Council.

The Board reviewed an email from the MMA requesting the Board to contact Senators and State Representatives to support the House version of the Municipal Health Insurance Reform and oppose several sections added by the Senate. The Board requested a letter be sent to Senator Brewer and Representative Smola requesting that they adopt the House version of the Municipal Health Insurance Reform.

The Board reviewed an email from the Fire Chief informing the Board that the emergency siren was possibly struck by lightning and will need repairs. An electrician was notified to check the siren and submit a quote for repairs. In addition, the Finance Committee was also informed.

The Board reviewed a memo from the Police Chief informing the Board of the Emergency Shelter Plans that have been put in place. Send a thank you letter to the Police and Fire Chief thanking them for their efforts in coordinating an emergency shelter plan.

The Board reviewed an email from the Town of Framingham Administrative Assistant informing the Board that recently passed an article at their special town meeting in May to request that their Federal and State Representatives file legislation that will eliminate all unfunded State and Federal mandates. A motion to place an article on the upcoming Special Town meeting in regards to unfunded State and Federal mandates was made by Mr. Downing; second; Mr. Souza, Jr. – unanimously voted.

## **Minutes of June 21, 2011**

The annual Molly Bish Motorcycle ride is scheduled for Sunday, June 26<sup>th</sup>. There will be a vigil at the Warren Town Common on Monday, June 27<sup>th</sup> at 7 p.m.

The Board reviewed a letter from Mass DOT regarding resurfacing on Route 67 in Warren and West Brookfield.

### **OLD BUSINESS**

The Board reviewed a request for a CV Permit from Thomas Mandigo of Party Central. A motion to approve a CV Permit for Thomas Mandigao of Party Central to be used on his own property and on Old West Brookfield Road and Main Street provided no events are taking place on any given day was made by Mr. Downing; Mr. Souza, Jr. – voted unanimously.

The Board reviewed a letter from the Sara Prideaux, Animal Control Officer, in regards to the condition of the ACO's van. Mr. Downing had the van towed to the Highway Department to be initially inspected by the Highway Department.

The Board reviewed a request from the Dan Zrate, Cemetery Commissioner, regarding the process of using a current town employee for the Cemetery. The Board asked for this request in writing from the Cemetery Commission and to be run by Town Counsel.

The Board reviewed an email from MMA requesting the Board to contact representatives in opposing H-3438, the so-called "Public Lands Preservation Act" restricting the use of municipal land. The Board requested a letter be sent to Senator Brewer and Representative Smola requesting that they oppose H-3438.

### **SENIOR CENTER EXPANSION & IMPROVEMENT PROJECT FY 10 – CERTIFICATE FOR PAYMENT**

A motion to sign and approve Certificate for Payment No. 3 to P & P General Contractors in the amount of \$26,600.00 for the FY 10 Warren Senior Center Expansion & Improvement Project was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

### **SENIOR CENTER EXPANSION & IMPROVEMENT PROJECT FY 10 – CHANGE ORDER NO. 1**

A motion to authorize the Chair, David A. Delanski, to sign Change Order No. 1 for P & P General Contractors, Inc. to increase the contract by \$9,502.00 for the Warren Senior Center Expansion & Improvement Project was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

### **APPOINTMENT**

A motion to appoint Paul Shepardson as the Alternate Wiring Inspector until May 2012 was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

### **BOILER MAINTENANCE BID AWARD**

A motion to award and sign the contract for the boiler maintenance to B.G. Mechanical, Inc. of Chicopee, Ma from July 1, 2011 to June 30, 2012 for various buildings as listed in the contract was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

## Minutes of June 21, 2011

### YEAR END TRANSFERS FY 11

The Board of Selectmen voted unanimously to authorize the following FY 11 line item transfer requests:

- Transfer of \$8.00 from the Administrative Secretary Expense Account to the Procurement Account.
- Transfer of \$98.00 from the Administrative Secretary Expense Account to the Town Report Account.
- Transfer of \$2,750.00 from the Legal Expense Account to the Shepard Building Expense Account.
- Transfer of \$1,400.00 from the Legal Expense Account to the Street Light Expense Account.
- Transfer of \$112.50 from the Alternate Wiring Inspector Account to the Wiring Inspector Account.
- Transfer of \$116.63 from the Wiring Inspector Expense Account to the Wiring Inspector Account.
- Transfer of \$110.00 from the COA Expense Account to the Elderbus Subsidy Account
- Transfer of \$2,000.00 from Highway Resurfacing to the General Highway Account.
- Transfer of \$500.00 from the Highway Sidewalks Account to the General Highway Account.
- Transfer of \$89.00 from the Legal Expense Account to the Accountant's Expense Account.

There was brief discussion pertaining to the shortage in the Wiring Inspector's Salary Account and the need for a transfer to cover salaries. The Board requested that the prior Wiring Inspector, Donald Puduski, be contacted and request that he reimburse the Town in the amount of \$229.13 for overpayment of his salary in the month of February.

The Board requested the Police Chief be contacted and inform him that the Board is unable to authorize his year end transfer due to the fact that his request is greater than 3% of his budget and therefore must go before a Town Meeting and Capital Planning.

The Board requested that further information is obtained from the Fire Chief pertaining to his year end requests.

## **Minutes of June 21, 2011**

### **TREASURY WARRANTS**

A motion to accept warrant #151 dated June 20, 2011 in the amount of \$34,777.03 and warrant #153 dated June 20, 2011 in the amount of \$49,345.94 was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

A motion to accept warrant #152 dated June 20, 2011 in the amount of \$373.02 made by Mr. Souza, Jr.; second; Mr. Delanski – Mr. Downing abstained.

A motion to accept warrant #148 dated June 13, 2011 in the amount of \$30,543.69 and warrant #150 dated June 13, 2011 in the amount of \$280,137.71 was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

A motion to accept warrant #149 dated June 13, 2011 in the amount of \$330.21 made by Mr. Souza, Jr.; second; Mr. Delanski – Mr. Downing abstained.

### **CLARK & GREEN INVOICE**

A motion to sign and approve payment to Clark & Green in the amount of \$1,539.00 for Invoice No. 0511018 for FY 10 pertaining to the Senior Center was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

### **LENARD ENGINEERING**

A motion to sign and approve payment to Lenard Engineering in the amount of \$5,216.00 for Invoice No. 55126 for Crescent Street was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

A motion to sign and approve payment to Lenard Engineering in the amount of \$3,735.00 for Invoice No. 55127 for South Street was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

### **CRESCENT STREET IMPROVEMENTS PROJECT – PAY REQUEST NO. 2**

A motion to sign and approve and sign Pay Request No. 2 for Pioppi Construction, Inc. in the amount of \$66,606.81 for the Crescent Street Improvements Project was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

### **OTHER BUSINESS**

The Tree Warden, Kenneth B. Lacey, Jr., requested permission from the Board to spend approximately \$2,000.00 - \$3,000.00 for a pesticide cabinet, chipper knives, rain gear, helmet, etc. He plans to have approximately \$6,000.00 left in his FY 11 Budget that will get turned back to the General Fund. Mr. Lacey, Jr. plans to keep the pesticide cabinet at the Highway Barn. A motion to authorize the Tree Warden to spend \$3,000.00 for equipment was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

The Board requested a memo be sent to the Council on Aging requesting an explanation as to why the Council has not chosen a longtime member of the Council for re-appointment.

Mr. Souza, Jr. thanked the Boys and Girls Soccer for all their hard work this season.

Mr. Souza, Jr. requested the use of two rooms upstairs in order to create a computer lab for public use. The Board authorized Mr. Souza, Jr. to use two rooms upstairs for a computer lab for public use.

## Minutes of June 21, 2011

Mrs. Cavanaugh informed the Board that she has submitted the weeks of vacation pertaining to Mrs. McCaughey's early retirement to the Worcester Regional Retirement System.

Mrs. Cavanaugh informed the Board that she has posted a news release looking for members for an Insurance Analysis Committee.

Mrs. Cavanaugh informed the Board that she is in the process of procuring contracts for Rubbish Removal, Heating Oil No. 2, and Ultra Low Sulfur Diesel Fuel.

A motion to adjourn the meeting at 8:22 p.m. was made by Mr. Downing; second; Mr. Souza, Jr. – voted unanimously.

Respectfully Submitted,

Angela L. Cavanaugh  
Selectmen's Secretary

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Robert K. Downing, Clerk